

COUNCIL FOR EXCEPTIONAL CHILDREN
Treasurer Job Description

Term: 3-years (board-appointed)

Time Commitment: The Treasurer dedicates approximately 2 to 5 hours per month to fulfilling their responsibilities effectively. This includes attending regular board meetings, Finance and Audit Standing Committee (FASC) meetings, and reviewing financial documents. Additionally, the Treasurer may need to allocate additional time during the annual budgeting process or audit.

Eligibility/Qualifications:

- Demonstrated commitment to the vision, mission, and values of Council for Exceptional Children
- Some experience in financial management, accounting, or related fields is preferred.
- Knowledge of nonprofit finance practices, including budgeting, financial reporting, and internal controls, is an asset.
- Strong analytical skills and attention to detail to ensure accurate financial records.
- Ability to communicate financial information clearly and concisely to other board members and stakeholders in lay terms.
- A high level of integrity and ethical standards in handling financial matters.
- Previous experience serving on a non-profit board or in a similar leadership capacity or a member of the CEC Finance and Audit Standing Committee (FASC) is desirable.
- Availability and willingness to actively participate in FASC and Board of Directors' meetings and related activities.

General Responsibilities:

Financial Oversight: Along with the Chief Financial Officer (CFO), the Treasurer is responsible for overseeing the financial affairs of the organization. This includes monitoring and reviewing financial statements, budgets, and financial performance regularly.

Budgeting: Collaborate with the CFO, executive director, the FASC, and board members to develop an annual budget. Present the budget to the board for approval and ensure adherence to it throughout the fiscal year.

Financial Reporting: Along with the CFO, provide timely and accurate financial reports to the board on a regular basis. These reports should include income and expenditure statements, cash flow analysis, and other relevant financial information and observations.

Compliance: Along with the CFO, ensure compliance with all financial and regulatory requirements. This includes adherence to relevant accounting standards and tax regulations, as well as any funding or grant-related financial obligations.

Banking and Investment Management: Along with the CFO, oversee the organization's banking activities and investment strategies, ensuring funds are managed responsibly and in line with the organization's financial policies and guidelines.

Fundraising Support: Collaborate with the Fundraising and Development Committee to provide financial data and insights that inform fundraising strategies and donor communications.

Periodic Review of Financial Policies: Regularly review and update the organization's financial policies and procedures. Recommend improvements and changes to the board to enhance financial stewardship.

Audit and Internal Controls: Along with CFO, work closely with external auditors during the annual audit process. Ensure that appropriate internal controls are in place to safeguard the organization's assets and maintain financial accuracy. Report these findings to the FASC and Board of Directors.

Strategic Financial Planning: Along with CFO, provide financial insights and guidance to assist the board in making informed decisions related to the organization's long-term financial sustainability and growth.

Committee Involvement: Serve as the chair of the FASC. Actively participate in other relevant committees, as necessary, to contribute to financial discussions and decision-making.